

19 April 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Briefings for the New Director

1. At the Executive Committee Meeting this morning Mr. McCone directed that the detailed briefing schedule published last Friday, the DD/S portion of which was transmitted to you at our Staff Meeting, be scratched. In lieu thereof he desires that a more generalized and broad-brush briefing be given by each Deputy Director, with possibly the Assistant Deputy Director present. This can then be followed by more detailed briefings by the Office Heads but on a deferred schedule which might last a month or two instead of the compressed schedule which would have lasted a week or two. So, I will probably get about two hours sometime within the next several days to explain the entire Support function to Admiral Raborn. Hopefully, each Office Head will have an opportunity for a more detailed briefing later.

2. In order to assist me in making my presentation as comprehensive as possible, I should like from each DD/S Office Head by close of business today a topical outline of the points I should cover about his particular office. Supporting statistics and supplementary information are welcome. Please bear in mind that I will not be able to spend more than ten or fifteen minutes on your particular office.

L. K. White
Deputy Director
for Support

* Not signed--dictated to the secretary of
each DD/S Office Head.

DD/S:LKW:sbo

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